

IT7 - OFFENSIVE  
MATERIALS  
POLICY

## Purpose

This policy and its supporting guidelines outline **Freightways** position on access to potentially offensive material. It defines the responsibilities of all IT users:

- to support open access to information and
- to protect all members of **Freightways group** against being exposed to materials that they may find offensive

## Policy Application

This policy applies to all members of **Freightways group** whether at the **Freightways site** or elsewhere and refers to all **IT resources**.

## Definitions

Term	Definition
<b>Heads of unit</b>	General Managers, Freightways CEO, Freightways CFO, Freightways CIO
<b>Freightways</b>	Freightways Limited and its subsidiary companies together or individually as the context implies.
<b>Freightways Group</b>	Includes all staff members (whether permanent, temporary or part time), contractors, subcontractors, consultants, business partners or official visitors or guests of members of <b>Freightways</b> staff.
<b>IT resources</b>	Refers to any <b>Freightways</b> owned or operated hardware or software and the data that is used or stored on it.
<b>IT user</b>	Means any individual member of the <b>Freightways group</b> using IT resources
<b>Objectionable material</b>	A publication...(that) describes, depicts or expresses or otherwise deals with matters such as sex, horror, crime, cruelty or violence in such a manner that the availability of the publication is likely to be injurious to the public good
<b>Unit(s)</b>	Refers to an organisational grouping across <b>Freightways</b> and includes Business Units, Internal Service providers.

## Key Relevant Documents

Include the following:

- [Films, Videos and Publications Classification Act 1993 \(NZ\)](#)
- [Human Rights Act 1993 \(NZ\)](#)
- [Bill of Rights Act 1993 \(NZ\)](#)

- Employment Relations Act 2000 (NZ)
- Harassment Act 1997 (NZ)
- Criminal Code Act 1985 (AU)
- Criminal Code Amendment (Sharing of Abhorrent Violent Material) Act 2019 (AU)
- Broadcasting Services Act 1992 (AU)
- Freightways – IT Acceptable Use Policy
- Freightways – IT Institutional Data Management Policy

## Roles and Responsibilities

**Freightways group** staff must maintain awareness and adherence to applicable IT policies, standards and guidelines.

**Heads of unit** are responsible for communicating and applying IT policies, standards and guidelines within their unit.

## Policy

1. Freightways is comprised of individuals with diverse values, beliefs, and sensitivities. As a general rule, individuals should be free to choose what information they wish to access for their own purposes.
2. Members of **Freightways group** must not, however, be exposed to offensive material by the deliberate and knowing acts of IT users
3. IT users must take all reasonable steps to ensure that their actions do not expose members of **Freightways group** to potentially offensive materials
4. Unlawful use of IT resources, including the viewing, downloading or uploading of **objectionable material** from any source is strictly prohibited

## Other IT-related policies

This Offensive Materials Policy should be read in conjunction with all other Freightways IT-related policies.